Process for Reconsideration Requests

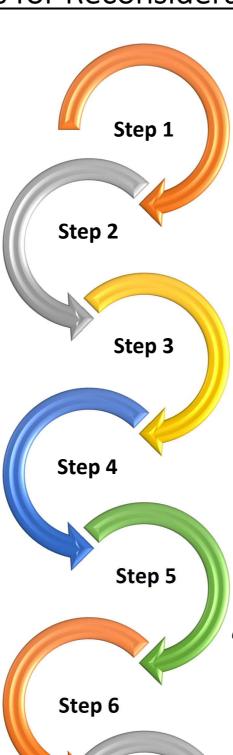
2. Click "add" under "Reconsideration Request." 4. Complete the

request by

selecting "submit request" from the

drop down menu.

6. If all required documents are uploaded, the request is sent to the Program Manager.



Step 7

1. Select "Supplemental Requests" from the left hand menu

3. Upload the reconsideration document within 30 days of the decision you wish to have reconsidered.

5. The Participant Support Specialist (PSS) acknowledges receipt of the request and determines if more information is needed. If documentation is missing the case will be rolled back. Once the missing documentation is uploaded, the Case Manager resubmits the request.

7. Once a determination is made, the Program Manager uploads the decision letter into the document library. The PSS and Case Manager will receive tasks to acknowledge the decision.